Federal Motor Carrier Safety Administration

DRUG & ALCOHOL CLEARINGHOUSE

REGISTRATION: EMPLOYERS WITHOUT PORTAL ACCOUNTS

Before you can conduct queries or report drug and alcohol program violations in the FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse, you must complete the registration process. Once registered, you can designate a consortium/third-party administrator (C/TPA) to access the Clearinghouse on your behalf.

Designating a C/TPA is a requirement for owner-operators (employers who employ themselves as CDL drivers, typically a single-driver operation). Owner-operators must designate a C/TPA before they can conduct queries or report violation information in the Clearinghouse.

The steps you will take to register as an employer in the Clearinghouse will depend on whether or not you have an FMCSA Portal account. The FMCSA Portal is a web system that allows employees of motor carriers to access FMCSA web systems. If your company has, or should have, a USDOT Number, you should request an FMCSA Portal Account prior to registering for the Clearinghouse.

EMPLOYER
without FMCSA Portal Account

Do you have, or should you have, a USDOT Number?
See the instructions for employers with Portal accounts.

No FMCSA Portal Account

Enter Contact Information and Company Information

Designate Your C/TPA(s)

Terms and Conditions

Version 2.0 | November 2019

Employers without FMCSA Portal Accounts

If you are an employer that does not have a USDOT Number, follow the instructions below to register in the Clearinghouse.

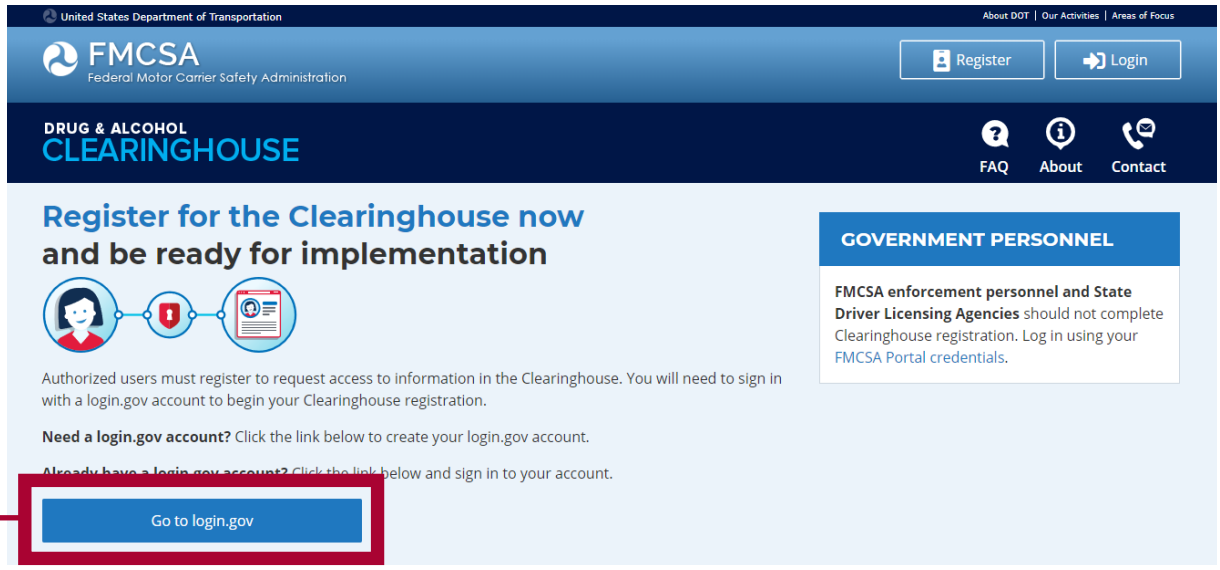
The FMCSA Portal is a web system that allows employees of motor carriers to access FMCSA web systems. If your company has, or should have, a USDOT Number, you should request an FMCSA Portal Account prior to registering for the Clearinghouse. See the instructions for employers with an FMCSA Portal account.

Create a Login.gov Account

Accessing the Clearinghouse requires the creation of an account with login.gov, a shared service that offers secure online access to participating government systems, including the Clearinghouse. If you do not have a login.gov account, or would like to create a new one, you will need to follow the steps below.

1 Visit https://clearinghouse.fmcsa.dot.gov/register and click **Go to login.gov.**

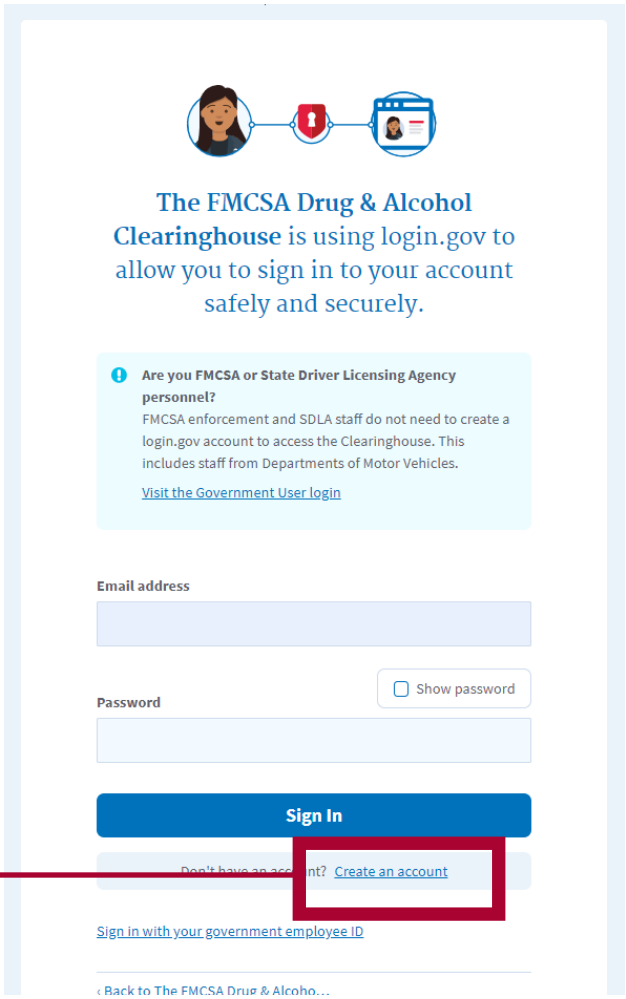
During the login.gov registration process, after 15 minutes of inactivity, the current page will clear whatever information is entered into data fields.



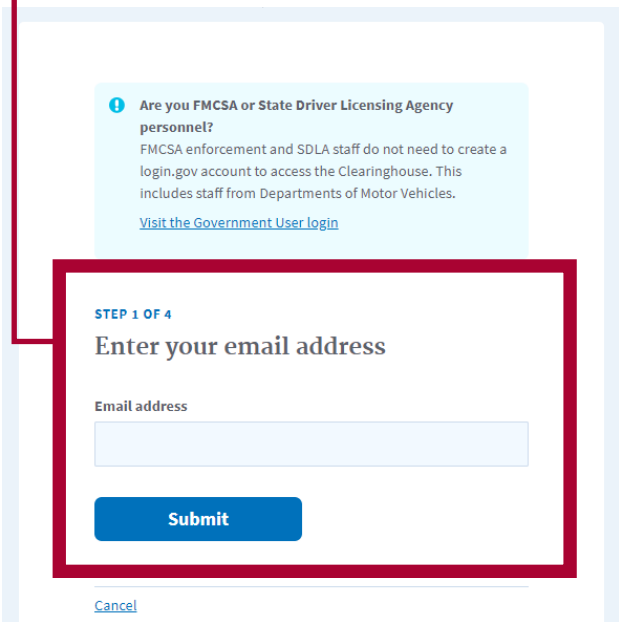
REGISTRATION:
EMPLOYERS WITHOUT PORTAL ACCOUNTS

2 On the login.gov sign in screen, click **Create an account**.

Or, if you already have a login.gov account, enter your credentials on this screen, click **Sign In** and **go to step 10**.

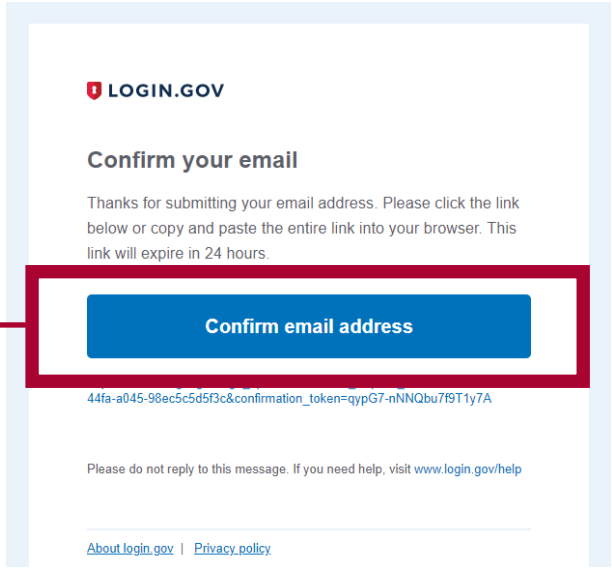


3 Enter your email address and click **Submit.** This is the email address the Clearinghouse will use to send you notifications about your Clearinghouse account. This email address will also be used to identify you in the Clearinghouse, and cannot be modified.

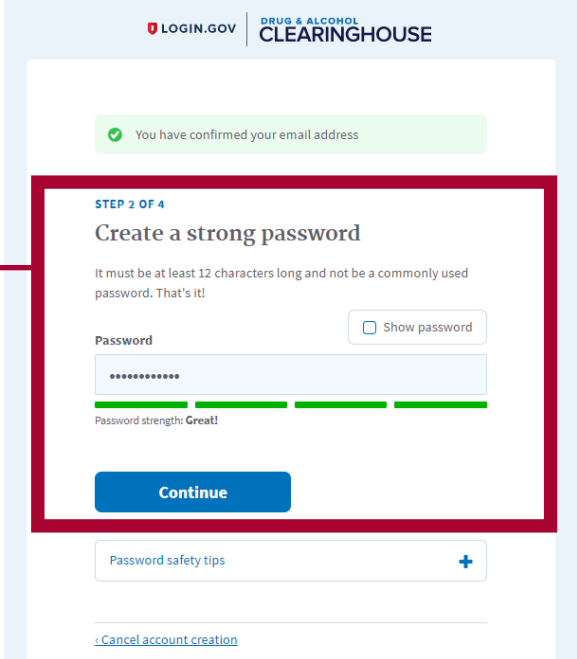


4 Check your email and open the email from **no-reply@login.gov**, with the subject line **Confirm your email**.

Click **Confirm email address**, or copy and paste the link into a web browser.

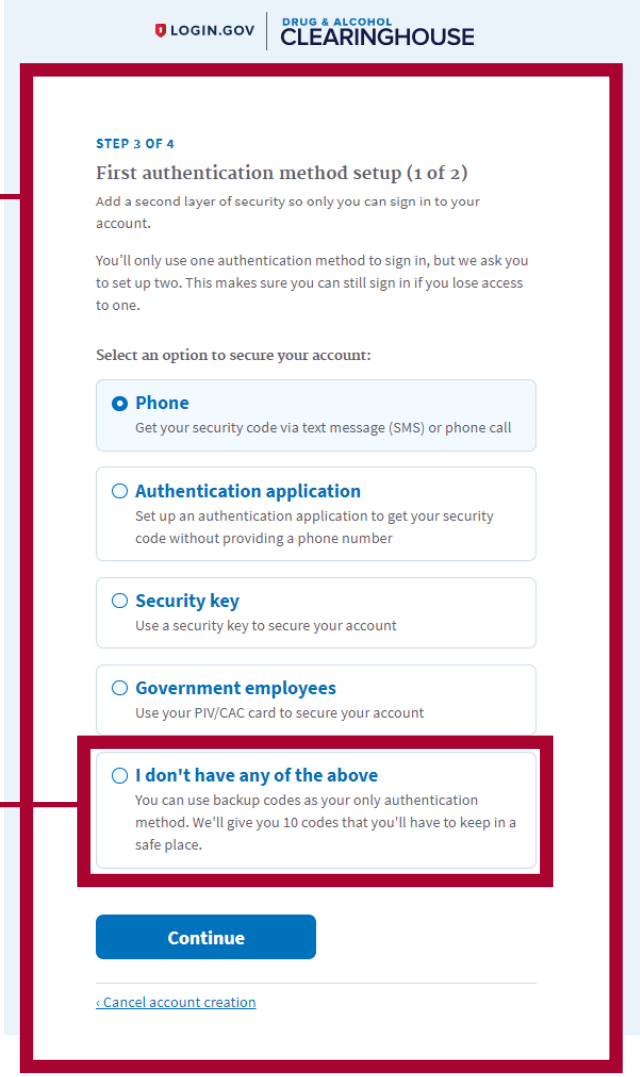


5 Create a password. This password must be at least 12 characters long. If the password you enter is not strong enough, you will not be able to continue. Enter a strong password and click **Continue**.



6 Select an option to secure your account and click **Continue**.

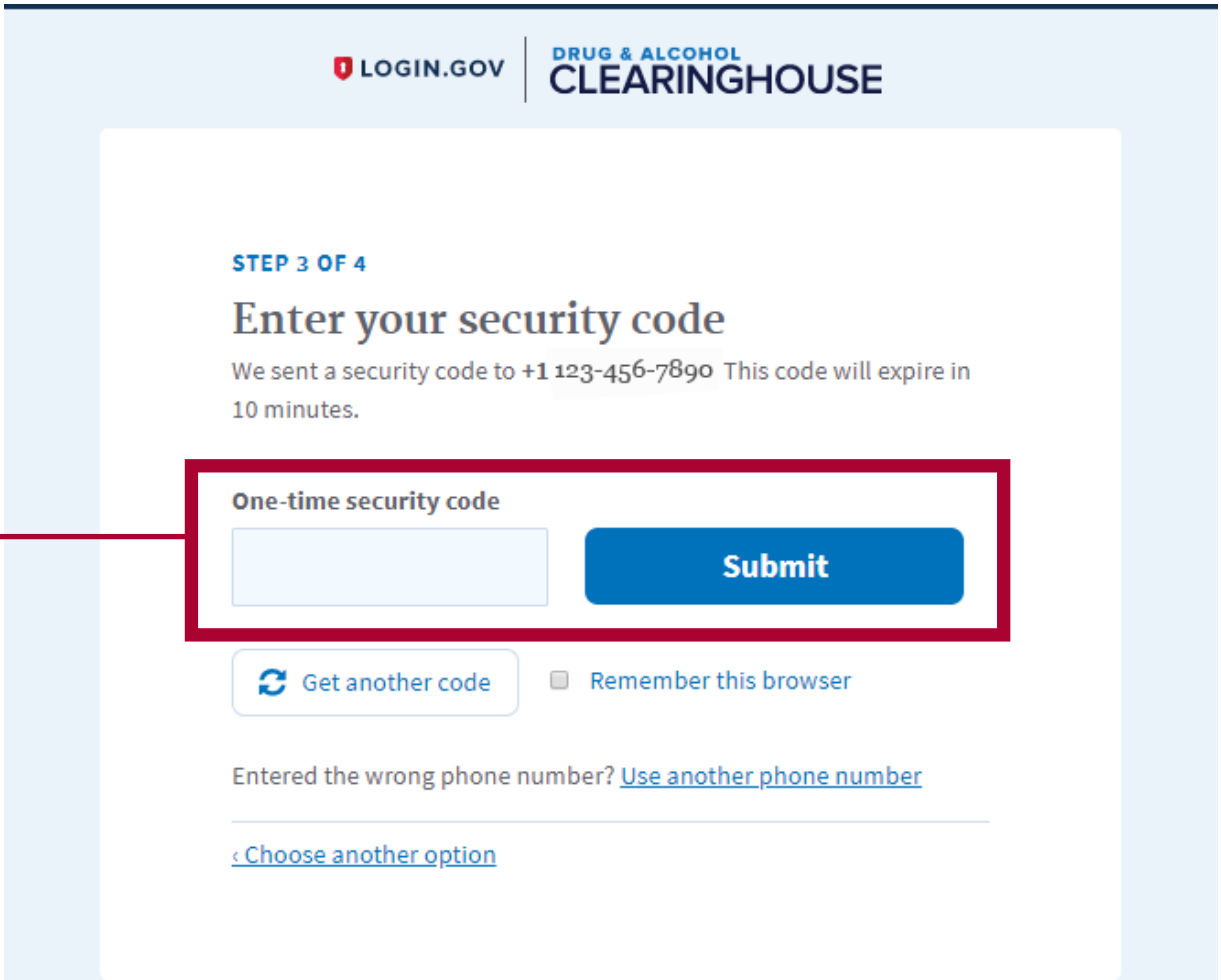
Login.gov requires the completion of a user verification process to ensure the proper person is using those credentials. Follow the instructions for the method you select.



Backup codes should only be used if none of the above methods are available to you.

7

Enter your security code and click **Submit**. This code will be provided via the method you selected. The screenshot below illustrates the SMS phone method.



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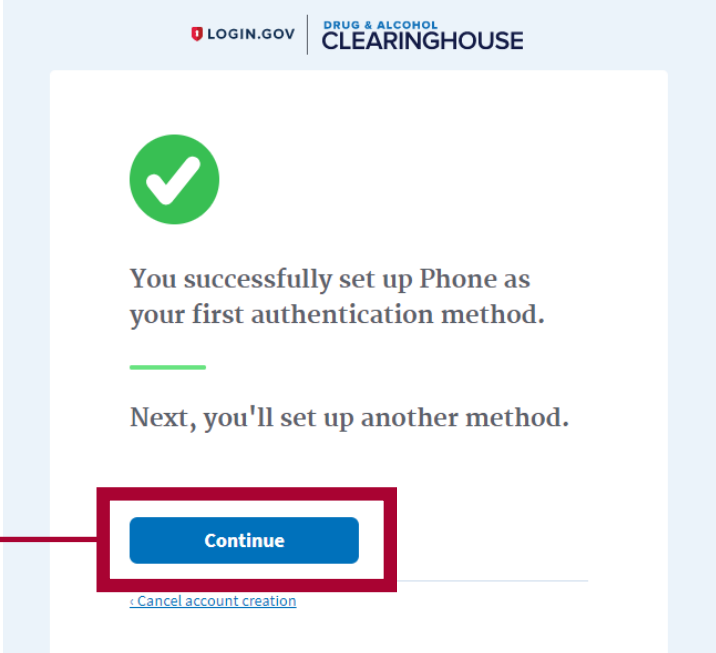
Once you have completed setting up your first authentication method, you will be prompted to set up a second authentication method. You'll only use one authentication method to sign in, but you will need to set up two methods in case you lose access to one. **Repeat steps 6 and 7 to set up your second method**.



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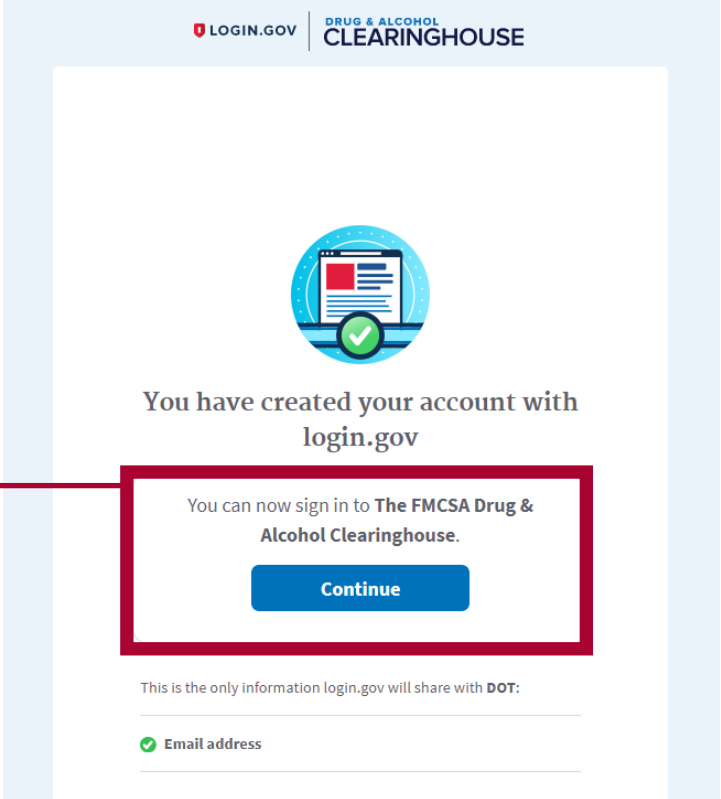
You have created your login.gov account. Click **Continue** to return to the Clearinghouse website and complete your Clearinghouse registration.

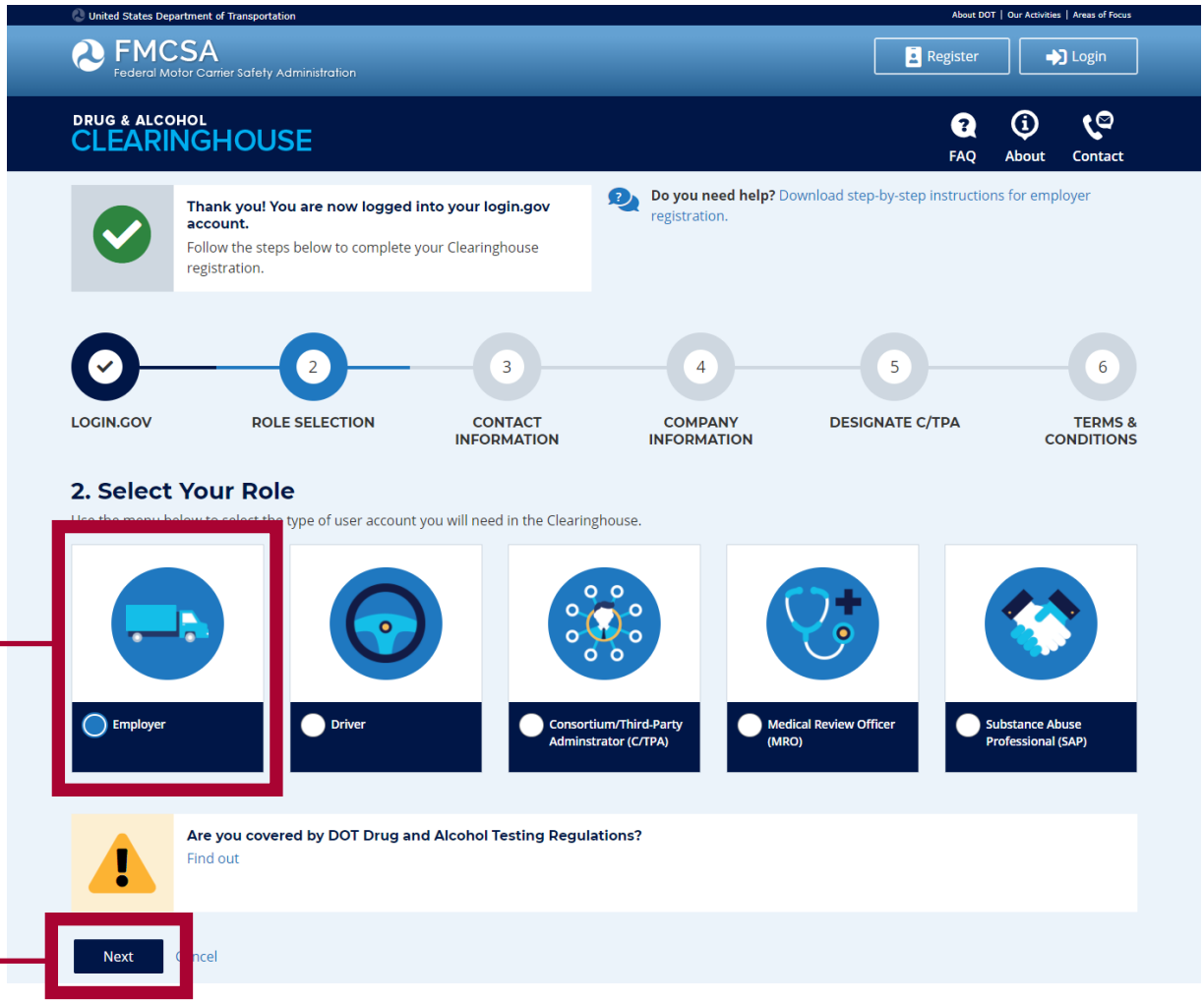


Register for the Clearinghouse

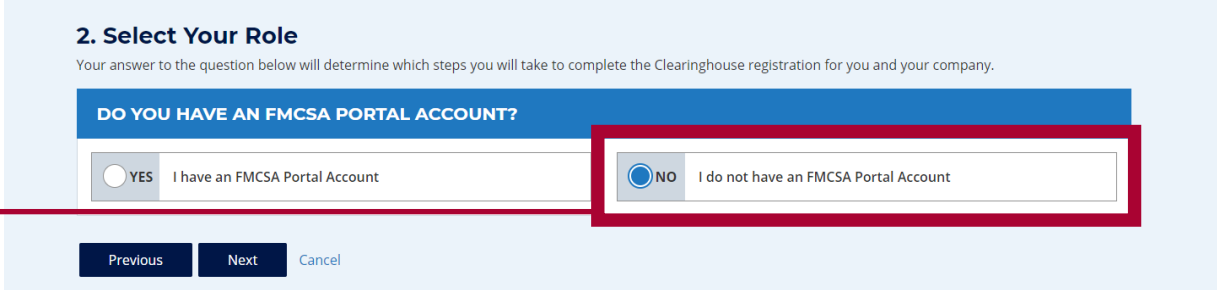
Once you have a login.gov account, you can complete your registration in the Clearinghouse. Follow the steps below.

10 Select your role (**employer**), and click **Next**.

If you are unsure if you are covered by the Clearinghouse rule, see the box labeled "Are you covered by DOT Drug and Alcohol Testing Regulations?" and click **Find out**.

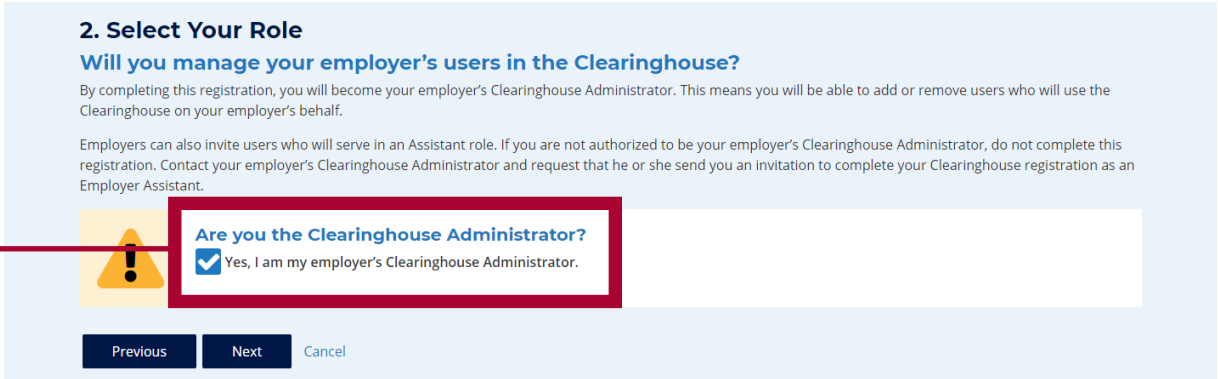


11 Select **No I do not have an FMCSA Portal Account**, and click **Next**.



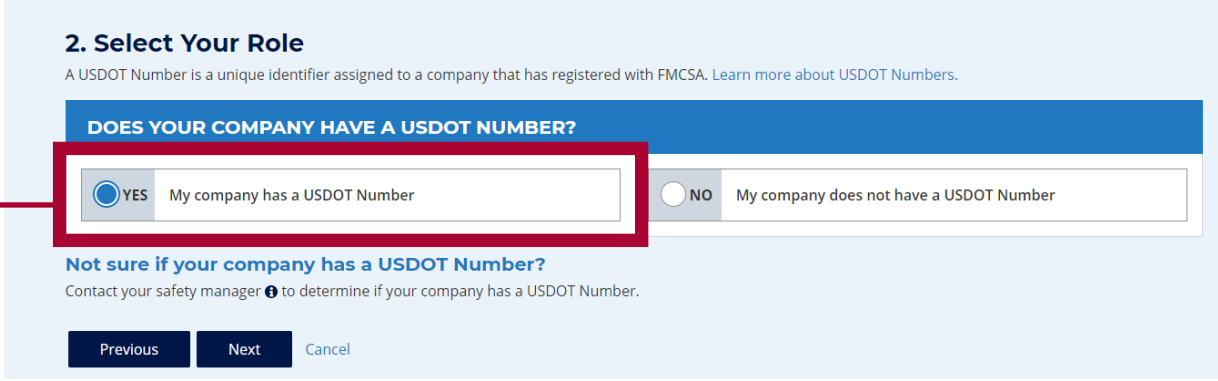
12 Confirm that you are your employer's Clearinghouse Administrator by selecting **Yes, I am my employer's Clearinghouse Administrator** and clicking **Next.**

If you are not authorized to be your employer's Clearinghouse Administrator, do not proceed with this registration. Contact your employer's Clearinghouse Administrator and request an invitation to register as a Clearinghouse Assistant for your employer.



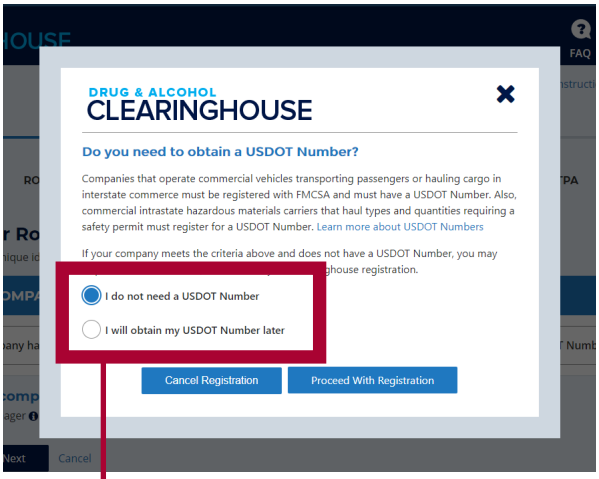
13 Indicate whether or not your company has a USDOT Number and click **Next.**

This step is intended to determine if your company should have an FMCSA Portal account. If you indicate that your company does have a USDOT Number, you will then be prompted to register for the FMCSA Portal. Once you register for the Portal, you can re-start registration for the Clearinghouse.



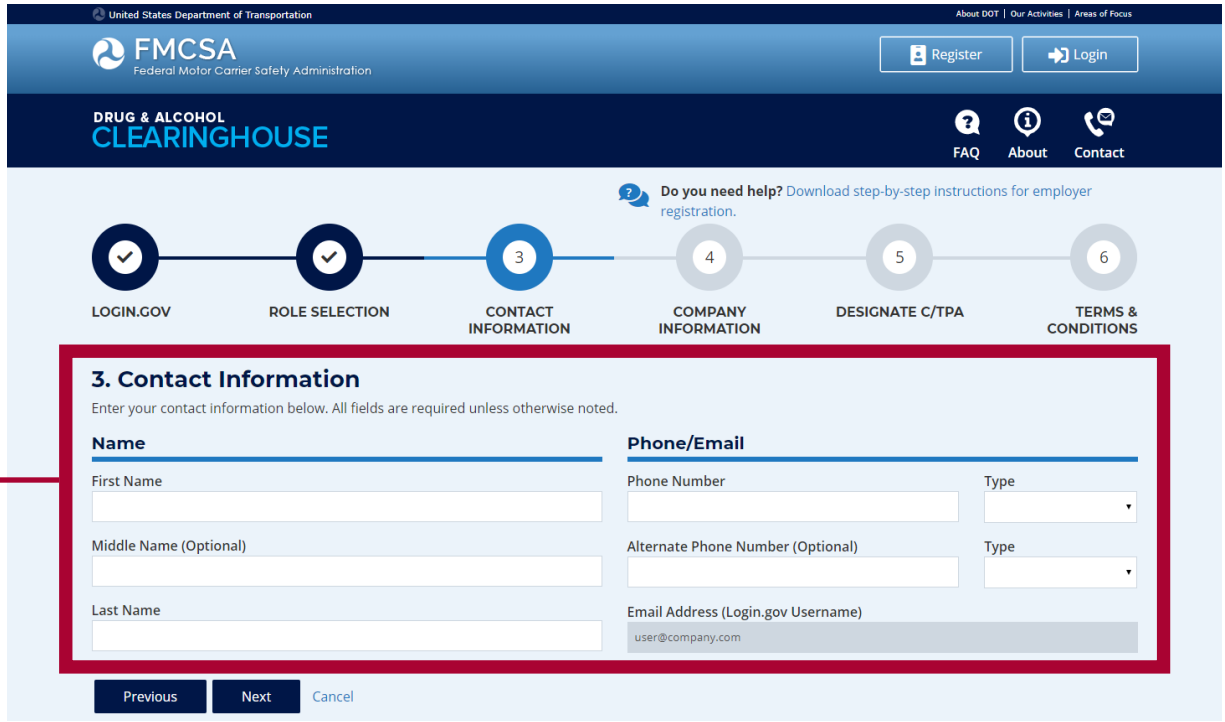
14 If you indicate your company does not have a USDOT Number, you will see a message to make sure that your company does not need one. If your company does need a USDOT Number, you may consider obtaining one prior to registering in the Clearinghouse.

Select either **I do not need a USDOT Number** or **I will obtain my USDOT Number later** and click **Proceed With Registration**, or you may **Cancel Registration** to re-start your Clearinghouse registration at a later time.



15

Enter your contact information and click **Next**. All fields are required unless otherwise noted. Your email address will be pre-filled with your login.gov username and cannot be modified.

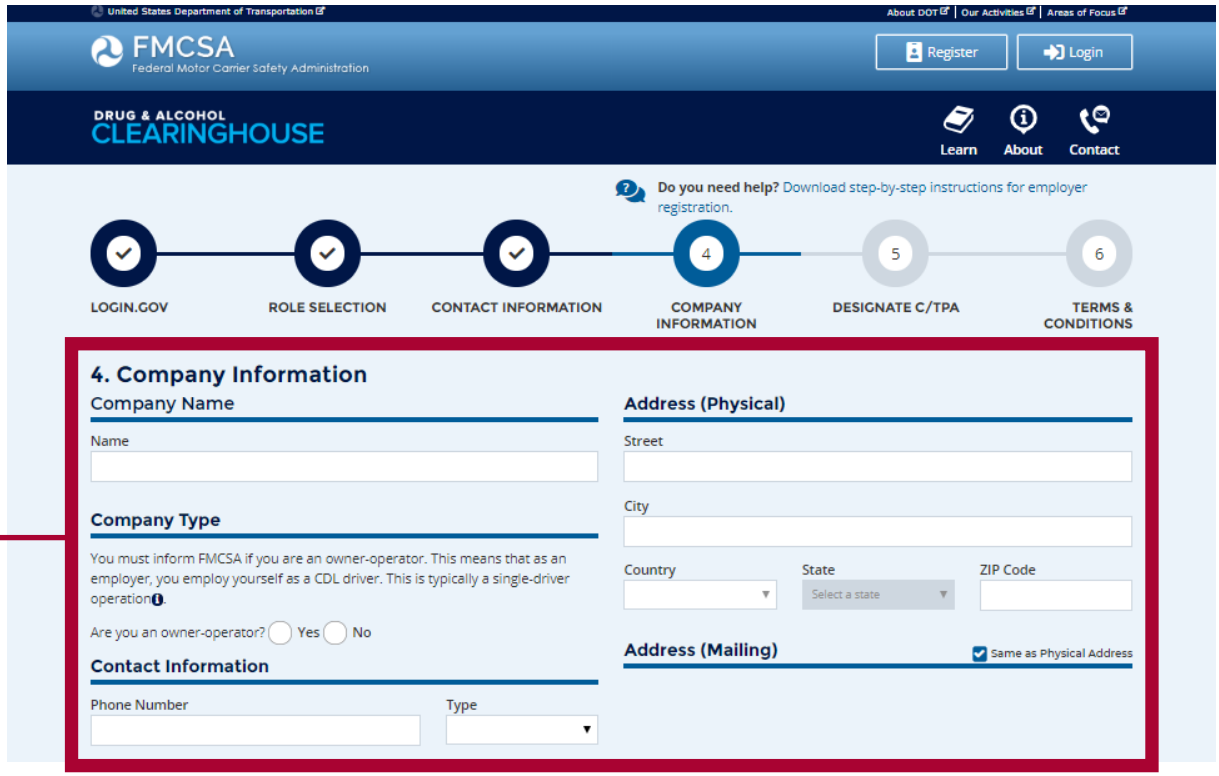


16

Enter your company's information. All fields are required unless otherwise noted.

You will need to indicate whether you are an owner-operator (that is, an employer that employs himself or herself as a CDL driver, typically a single-driver operation).

When you are finished entering your company information, click **Next.**



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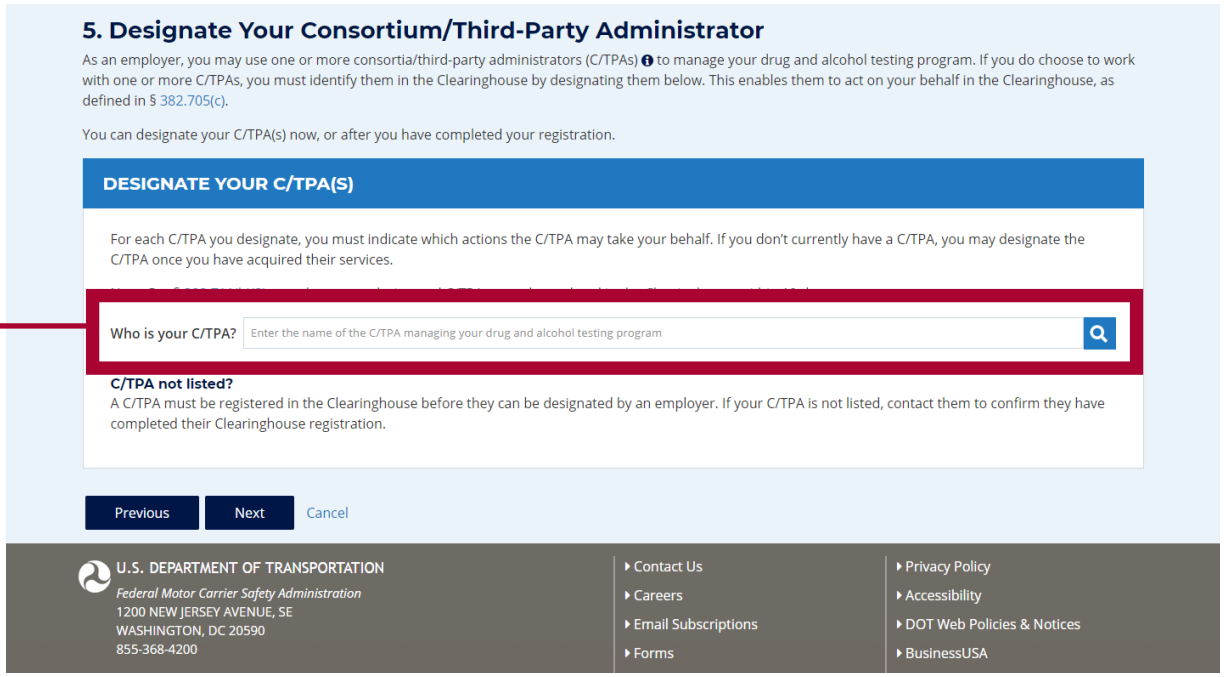
If you are working with a consortium/third-party administrator (C/TPA), you will need to designate your C/TPA in the Clearinghouse. This allows your C/TPA to access the Clearinghouse on your behalf. **This step is required of all owner-operators.**

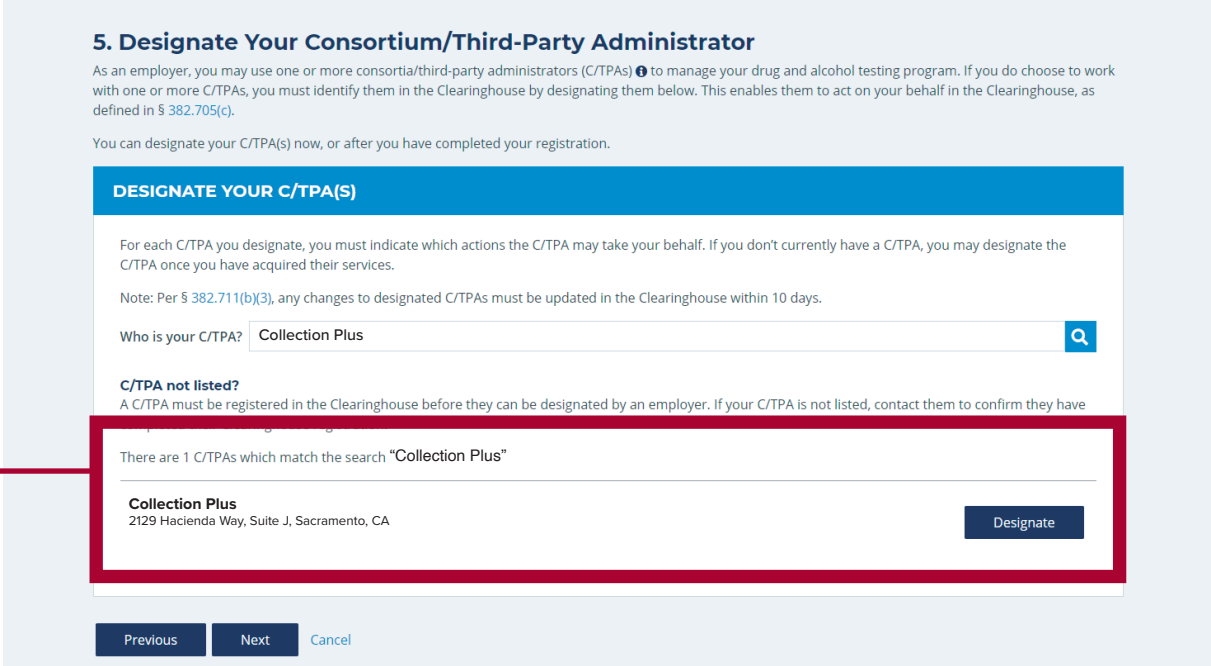
Enter the name of your C/TPA in the field labeled **Who is your C/TPA?** and **click on the search icon**, or hit **Enter.** If you enter enough characters of the C/TPA's name, a list of options will also appear.



18

This will generate a list of registered C/TPAs that match your search terms. Locate your C/TPA in the list and click **Designate** on the appropriate line.

A C/TPA must be registered in the Clearinghouse before you can designate them. If you do not see your C/TPA in your search results, contact them to confirm they have completed their Clearinghouse registration.



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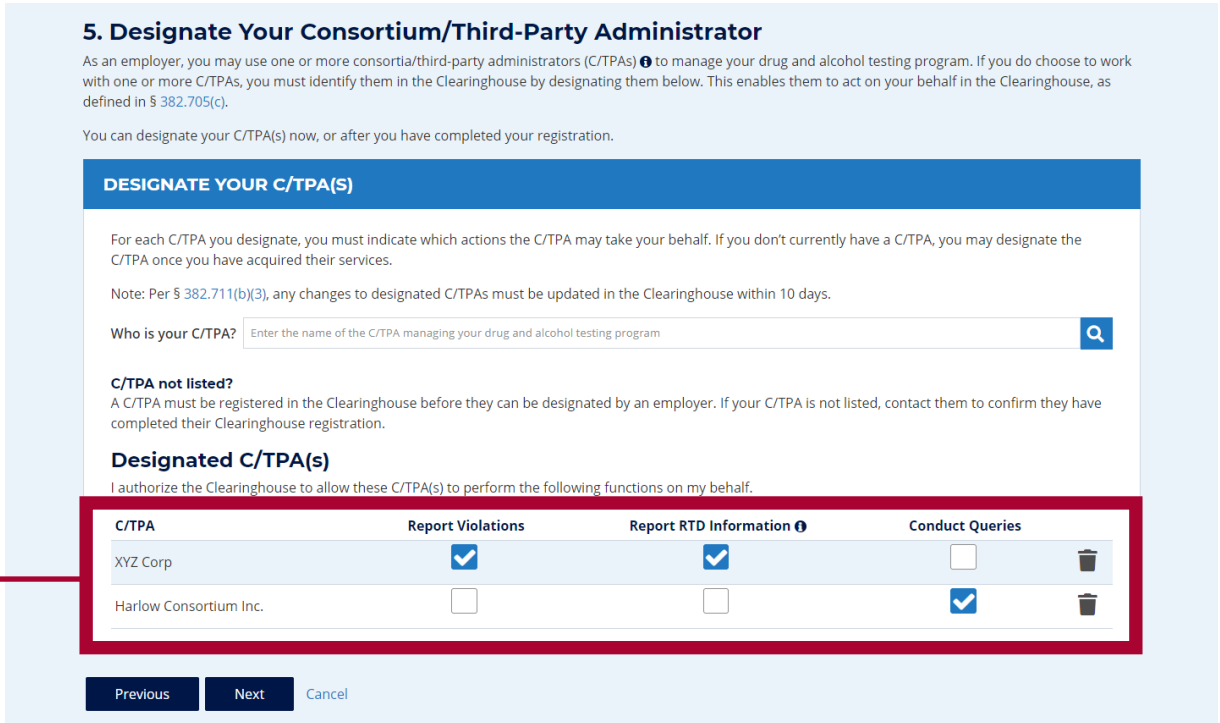
For each C/TPA you designate, you will be prompted to authorize them to perform specific functions on your behalf. The functions available for selection are: **Report Violations**, **Report RTD Information**, and **Conduct Queries**. Once you have finished designating C/TPA(s) and authorizing them to perform these functions, click **Next**. This will send a request to the C/TPA(s) to confirm your designation.

Note to owner-operators: You must authorize at least one C/TPA to report violations and at least one C/TPA to report negative return-to-duty (RTD) information, including negative RTD test results and successful completion of RTD follow-up plans. You may authorize one C/TPA to fulfill both these functions. You may also authorize C/TPAs to conduct queries, however this action is not required to be performed by a C/TPA.



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Review the Clearinghouse Terms and Conditions. **Check the box** to affirm that the information you provided throughout the registration process is true and that you agree to the terms and conditions and click **I Agree**.

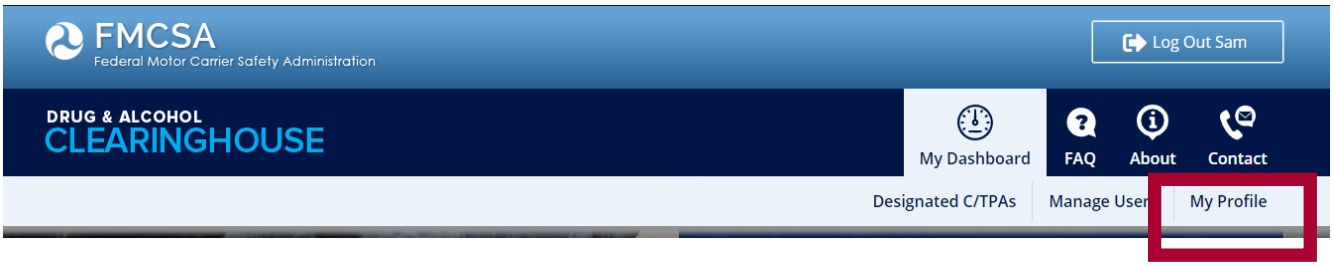
Your Clearinghouse registration is complete.

You will be directed to your Dashboard, a logged-in homepage for your Clearinghouse activity. This is where you will come to designate C/TPAs, invite and manage Clearinghouse Assistants, report drug and alcohol program violations, conduct queries, and purchase query plans.

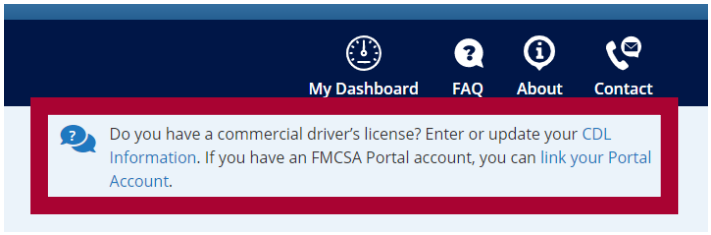
Adding or Updating Your CDL Information

At this point, if you have a commercial driver's license (CDL) or commercial learner's permit (CLP), you have the option to add your CDL or CLP information to your profile. This will allow you to view your Clearinghouse record and respond to consent requests.

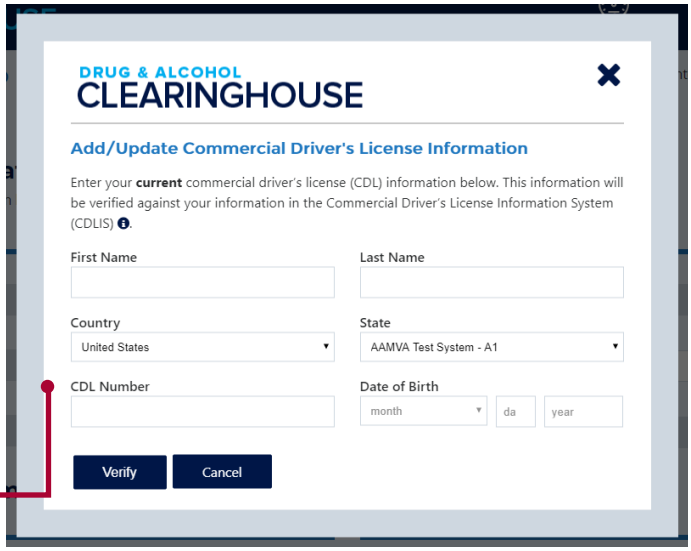
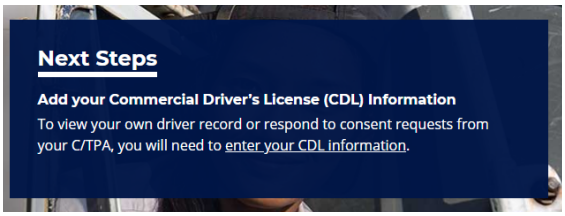
To add or make updates to your CDL information, under My Dashboard, click on **My Profile**.



Look in the upper right-hand corner of the screen for the text asking "Do you have a commercial driver's license?" Click the **CDL information** hyperlink. This will pop up the screen below. Enter your CDL information and click **Verify.** If the Clearinghouse is not able to verify your CDL information, you will be prompted to contact your State Driver Licensing Agency.



If the CDL number has special characters (such as spaces or hyphens), try entering the number with or without those characters, as requirements vary by State.



Owner-operators will also see a prompt to add this information in the "Next Steps" box. Click the **enter your CDL information** hyperlink to add your CDL information.